



Position: Golf Shop Assistant
Location: Steamboat Springs, C.O.
Job Category: Golf Operations

Description: Rollingstone Ranch Golf Club is excited to announce openings for A Golf Shop Attendant. The position is responsible for assisting the Director of Golf and First Assistant in providing outstanding customer service to Guests and Employees. This is a seasonal position with approximate dates of May 15th - November 15th (depending on weather and other circumstances). Hiring both full-time and part-time employees and we offer the best golf privileges in the valley.

Qualifications, Experience and Skill Requirements:

- Must have a friendly and positive personality.
- Must have strong communication and interpersonal skills.
- Must have basic computer skills.
- Must be dependable and have a strong work ethic.
- Always maintain a professional image.
- Knowledge about the game of golf preferred.

Position Responsibilities:

- Assist members and guest with check-in, tee times and retail sales.
- Provides customer service to arriving guests to help expedite check-in process.
- Arranges and displays golf shop inventory as necessary and directed.
- Collects green and cart fees (and other revenue) from guests and processes in the POS system as trained.
- Issues receipts for guest purchases.
- Takes messages for staff or guests.
- Assists in packing and unpacking inventory and golf operations supplies.
- Perform related duties as assigned by supervisor or manager.

The expected pay range is \$19.00 - \$20.00 DOE.